



Travel Manager System Upgrades

8.2 Web Highlights



TM 8.2 System Changes



| | |
|-----------------------|---|
| End User Interface | <ul style="list-style-type: none">• Minimal change to the end user interface. Same look and feel of previous version |
| Login Page | <ul style="list-style-type: none">• Newly designed Login screen |
| Document Summary Page | <ul style="list-style-type: none">• Added “Top Page”, “Bottom of Page” navigation• Added editable Comments textbox• Traveler’s organization will be displayed next to Traveler’s name• Updated Expense Summary to include Payment Method |
| Expense Page | <ul style="list-style-type: none">• Multiple expenses (up to 10) may be entered before saving• Payment method displayed• Add expenses, Modify expense, Copy an expense to another row, clear an expense from a row, etc... |



TM 8.2 System Changes



| | |
|-----------------------|---|
| Document Toolbar | <ul style="list-style-type: none">• Updated Document Toolbar (left side of page)<ul style="list-style-type: none">• Other Authorizations link has been added• Comments link has been removed |
| Open Document Link | <ul style="list-style-type: none">• Cursor displays Document Name, TA number and Status Date |
| Review Documents link | <ul style="list-style-type: none">• A number and a message on current status is now displayed. |
| Icons | <ul style="list-style-type: none">• A set of new icons have been added to the Quick Expense page: Copy, Clear, Expense type etc.. |

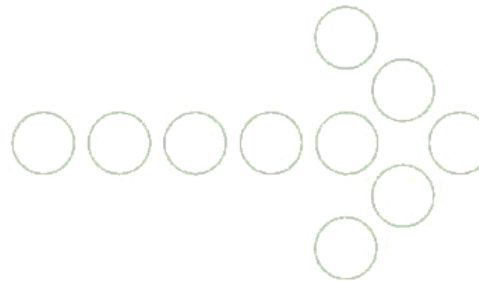


TM 8.2 Login Page



The Login Page has been upgraded.

Username and Password screens are displayed on the right hand side of the screen.



User Name:

Password:

Document Preparation
Approve and Route Documents
Budgets

Use Conditional on Acceptance
of Privacy Act Notice below

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**** PRIVACY ACT NOTICE ****

NEW

Gelco Travel Manager® 8.2

WE'RE WITH YOU
ALL THE WAY.

Gelco Travel Manager software stores personal information subject to the Privacy Act of 1974 in electronic form. Access to personal information can be restricted through password protection; see the documentation for information on setting up passwords. Revised 2002.

Gelco Travel Manager uses Adobe Acrobat Reader in order to facilitate printing. If you do not have Adobe Acrobat Reader, you may download it for free at <http://www.adobe.com>



TM 8.2 Login Process



1. Launch Internet Explorer.
2. Enter <http://travel.hq.nasa.gov> in the URL. The NASA HQ Travel Manger web page will be displayed.
3. Click the **Travel Manager Login** link. The Gelco Travel Manager 8.2 logon page will be displayed.
4. Enter your Travel Manager User Name and Password. (Contact BASO 358-4367 for assistance).
5. Click the **Document Preparation** link or press the **Enter** key on the keyboard. *(The Approve and Route Documents and the Budgets links are reserved for the Regional Finance Office (RFO)).*

The screenshot shows the Gelco Travel Manager 8.2 login page. At the top left is the Gelco Expense Management logo. In the center is a graphic of a cluster of green circles. On the right is a login form with fields for 'User Name:' and 'Password:'. Below these is a blue box with the text 'Document Preparation Approve and Route Documents Budgets' and a 'Cancel' button. A red circle with the number '5' is connected to the blue box by a line. Below the blue box is a copyright notice: 'Copyright © 1989-2004 Gelco Information Network GSD, Inc. ** PRIVACY ACT NOTICE **'. At the bottom is a blue banner with the text 'Gelco Travel Manager® 8.2' and '→ WE'RE WITH YOU ALL THE WAY.'.

User Name:

Password:

Document Preparation
Approve and Route Documents
Budgets

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Gelco Travel Manager® 8.2

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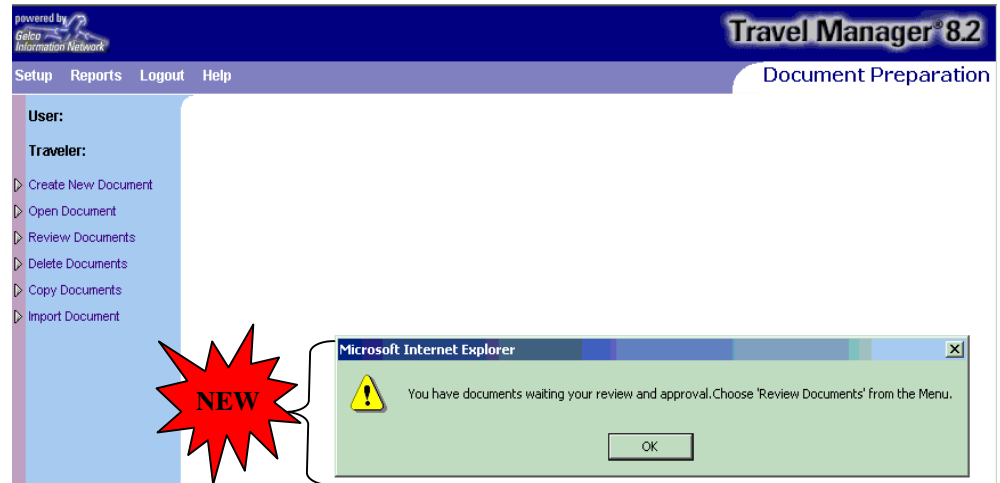
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TM 8.2 Login Process

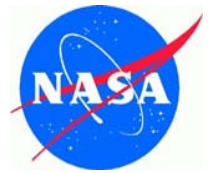


6. If documents are awaiting your review, the message “You have documents waiting your review and approval” will be displayed. Choose Review Documents from the Menu.
7. Click the **Ok** button.
8. Travel documents can be accessed by using the links displayed on the Document Toolbar.





TM 8.2 Open Document Link



When the cursor is placed over the document icon, the Document Name, TA Number, Status and Date are displayed.

[Setup](#) [Reports](#) [Logout](#) [Help](#)

Document Preparation

User:
Admin2 Center2

Traveler:

Create New Document

Open Document

Review Documents

Delete Documents

Copy Documents

Import Document

Route & Review

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name

Document Type

Traveler List

Click on an entry to select it

Search Results

[Prev 40](#) [Next 40](#)

| Name | SSN |
|-----------------------------------|-------------|
| Travelers, Adam | ***.**-1001 |
| Travelers, Alice | ***.**-1001 |
| Travelers, Bardon | ***.**-1002 |
| Travelers, Bernie | ***.**-1002 |

Document Search (Open Document)

Document List

Click on an entry to select it

Traveler: Adam Travelers

| Type | Document Name | Dep Date | Status | In Use |
|---------------|----------------|--------------------|----------------------|--------|
| Authorization | 98-XX06-30DC | 06/30/05 | CREATED | |
| Authorization | 98-XX06-18DC | 06/18/05 | DATA LINK | |
| Authorization | 98-XX03-28AL | 03/28/05 | CREATED | |
| Open Document | 98-XX06-18DC | TA Num:98-CA500012 | Status Date:08/19/04 | |
| Local | 98-XX06-06US | 08/06/05 | ADJUSTED | * |
| Voucher | 98-XX06-18DC | 06/18/05 | DISBURSE | |
| Voucher | 98-XX06-18DC-1 | 06/18/05 | MGT APPROVED | |





TM 8.2 Document Summary Page



Setup Reports Logout Help

Document Preparation

User: Andy Traveler
Traveler: ANDY TRAVELER
Authorization: 98-AA08-14AL (98-AA500001)

Travel Authorization Number 98-AA500001
[Travel Details](#) ***-**-0001, ANDY TRAVELER, 98-AA
[Itinerary Details](#) NASA MARSHALL SPACE FLIGHT CENTER, AL 08/11/04 - 08/14/04
Purpose Summit IFMP Conference
Description
Ticketed Trans 357.00
[Details](#)
Expenses

| Edit | Delete | Date | Expense | Amount | Pmt Method |
|------|--------|------------|------------------------|----------------------|------------|
| | | 08/11/2004 | ATM SURCHARGE FEES | 4.00 | TRAVELER |
| | | 08/11/2004 | GAS FOR RENTAL CAR/GOV | 40.00 | TRAVELER |
| | | 08/11/2004 | PARKING | 50.00 | TRAVELER |
| | | 08/11/2004 | RENTAL CAR | 250.00 | TRAVELER |
| | | | | Total: 344.00 | |

Lodging/M&IE 337.50
[Details](#)
Other <No Other Authorizations Details>
[Authorizations](#)
[Details](#)
Accounting Code
[Details](#)

| Label | Amount |
|------------------------|----------|
| D09020XX555FX24 | 1,038.50 |
| Total: 1,038.50 | |

Totals Details

| Disbursement Type | Amount |
|-------------------|----------|
| Estimated Cost | 1,038.50 |
| Advance Requested | 0.00 |

Document Summary

- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Other Authorizations
- Accounting
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

[Bottom of page](#)



TM 8.2 Document Summary Page



Document Summary

- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Other Authorizations
- Accounting
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

[Lodging/M&IE](#) 337.50

[Details](#)

[Other](#) <No Other Authorizations Details>

[Authorizations](#)

[Details](#)

Accounting Code Summary

[Accounting Code](#)

[Details](#)

| Label | Amount |
|-----------------|----------|
| D09020XX555FX24 | 1,038.50 |
| Total: 1,038.50 | |

[Totals Details](#)

Totals Summary

| Disbursement Type | Amount |
|-------------------|----------|
| Estimated Cost | 1,038.50 |
| Advance Requested | 0.00 |

[Enter Comments](#)

Voucher due 5 days after completion of your trip.

NEW

[Document Status](#)

Document Status

Enter Status/PIN to stamp this d

Document Status ADJUSTED Awaiting: CTR DIRECTOR

Status To Apply

Signature PIN

Remarks

SIGNED

☐ Stamp Without Adjustment
Stamp and Route

NEW

[Top of page](#)

NEW



TM 8.2 Review Documents Link



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Setup Reports Logout Help


Document Preparation

User:
Alan Approver

Traveler:








- Create New Document
- Open Document
- Review Documents**
- Delete Documents
- Copy Documents
- Import Document
- Route & Review

Review Document

**Quick Tip**
These are documents awaiting your action. Select your search criteria then select the document you want to review.

Enter Search Criteria
Document Type

Search Results Click on an entry to select it

| Type | Document Name | T.A Num | Dep Date | Current Status | Traveler | Awaiting Status | In Use |
|---|----------------|-------------|----------|----------------|---------------------|-----------------|--------|
|  Authorization | 98-AA06-12WA | 98-AA200013 | 06/12/02 | SIGNED | Traveler, Anthony | APPROVED | |
|  Authorization | 98-AA04-15AZ | 98-AA200014 | 04/15/02 | SIGNED | Traveler, Anthony | APPROVED | |
|  Authorization | 98-AA03-02OH | 98-AA200006 | 03/02/02 | REVIEWED | Traveler, Anthony | APPROVED | |
|  Authorization | 98-AA01-06AL | 98-AA200009 | 01/06/02 | SIGNED | Sample, Conditional | APPROVED | |
|  Local Voucher | 98-AA01-29City | 98-AA200008 | 01/29/02 | REVIEWED | Traveler, Anthony | MGT APPROVED | |
|  Voucher | 98-AA03-02OH | 98-AA200006 | 03/02/02 | SIGNED | Traveler, Anthony | MGT APPROVED | |
|  Voucher | 98-AA01-06AL | 98-AA200009 | 01/06/02 | SIGNED | Sample, Conditional | MGT APPROVED | |




TM 8.2 Quick Expense Page
























































The use of the Quick Expense page will be the primary expense entry page when entering travel expenses. The Quick Expense page will be displayed when the Expense link is selected from the Document Toolbar or the Document Summary page.

The Expense page is divided into two areas. The upper area, the Quick Expense Entry area, allows entry of up to 10 expenses at one time. The lower area, Current Expenses, displays expenses that have been saved to the travel document. Expenses can be edited by clicking the pencil icon in the Action column or deleted by checking the checkbox in the Delete column.

**Quick Tip**
Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon). [more](#)

For this Document you can:
[Use Advanced Expense Delete](#)
 Expenses
 Expenses

Quick Expense Entry

| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
|---|--|---|----------------------|--|--|--|
| 1 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 2 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 3 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 4 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 5 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 6 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 7 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| 8 |  10/20/04  |   | <input type="text"/> | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |

For Delete:










Current Expenses

| Action | Delete | Date | Expense | Amount | Trans Curr | Pmt Method |
|--------------------|--------|------|---------|--------|------------|------------|
| Total: 0.00 | | | | | | |



TM 8.2 Icons & Buttons Changes



| | |
|---|--|
|  | Copy – copy expense from one row to the next row |
|  | Clear – clears expense from row that has not been saved |
|  | Calendar – popup calendar to view dates and days. Date can also be added as text directly into the field |
| N/A | Expense type – drop down list of available expenses |
|  | Cost Options – displays the expense cost options page |
|  | Look Up Rates – displays rates available for Privately Owned Vehicle (POV) selection |
|  | Foreign calculator – secondary page opens to allow conversion of foreign currency |
| N/A | Save Expenses – Save expenses to document |
|  | Delete Expenses – delete expenses from document |
|  | For Delete: Select All– places check mark in all saved expenses |
|  | For Delete: De-Select – removes check mark from selected expense (s) |



TM 8.2 Expense Page



Add expenses

1. Click the **Expense** link on the Document Toolbar or click the **Continue** button on the Ticketed Transportation page. The expenses page will be displayed.
2. Type in the Date field or access the Calendar.
3. In the Expense Type column, click the down arrow and select the expense type.
4. Enter the expense amount in the Cost column. (Note: Click the foreign calculator icon in the Cost column to convert foreign currency to U.S. dollars).
5. Continue entering (up to 10) trip expenses in the Quick Expense Entry area.
6. Click the **Save Expenses** button on the box in the upper right corner.
7. Expenses applied to the travel document will appear in the Current Expenses located in the lower area of the page.
8. Repeat steps 1-6 to add additional expenses.

Quick Expense Entry for 10-OCF10-20DC

Quick Tip
Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon). [more](#)

For this Document you can:
[Use Advanced Expense Delete](#)
Save Expenses
Delete Expenses
Back **Continue**

| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
|---|----------|-------------------------|----------|---------------|------|--------------|
| 1 | 10/20/04 | PARKING | | | | |
| 2 | 10/20/04 | PER.PERF.POV | | | | |
| 3 | 10/20/04 | PERSONAL CALLS-DOMESTIC | | | | |
| 4 | 10/20/04 | PERSONAL CALLS-FOREIGN | | | | |
| 5 | 10/20/04 | POV | | | | |
| | | PRIV. OWNED AIR | | | | |
| | | REGISTRATION FEES | | | | |
| | | RENTAL CAR | | | | |
| | | SUBWAY | | | | |
| | | TAXI | | | | |
| | | TIPS FOR TAXI/LIMO | | | | |

For Delete: **Select All** **Currency:** U.S. Dollar

| Current Expenses | | | | | | |
|------------------|--------|------|---------|--------|------------|--------------|
| Action | Delete | Date | Expense | Amount | Trans Curr | Print Method |
| Total: 0.00 | | | | | | |



TM 8.2 Expense Page



Modify expense

1. In the Current expenses area, click the **Pencil icon** next to the expense to be changed. The Expense Entry page will be displayed.
2. Type the change in the appropriate field.
3. Click the **Save Current Expense** button in the upper right corner.
4. Click the **Expense** link in the Document Toolbar to return to the Quick Expense Entry page.

Quick Expense Entry for 10-HA010-25FL



Quick Tip

Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon). [more](#)

For this Document you can:

[Use Advanced Expense Delete](#)

Save Expenses

Delete Expenses

Back

Continue

Quick Expense Entry

| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
|---|----------|--------------|----------|---------------|------|--------------|
| 1 | 10/25/04 | | | | | |
| 2 | 10/25/04 | | | | | |
| 3 | 10/25/04 | | | | | |
| 4 | 10/25/04 | | | | | |
| 5 | 10/25/04 | | | | | |

For Delete:

Select All

De-Select

Currency: U.S. Dollar

Current Expenses

| Action | Delete | Date | Expense | Amount | Trans Curr | Pmt Method |
|--------|--------------------------|------------|------------------------|--------|------------|------------|
| | <input type="checkbox"/> | 10/25/2004 | GAS FOR RENTAL CAR/GOV | 50.00 | | TRAVELER |
| | <input type="checkbox"/> | 10/25/2004 | RENTAL CAR | 175.00 | | TRAVELER |

Total: 225.00





TM 8.2 Expense Page



Copy an expense to another row

1. Enter the expense in the Quick Expense Entry area.
2. Click the **Copy Expense** icon located in the Date column to copy the expense from one row to the next row. (Remember to adjust the date in the Date column).

| Quick Expense Entry | | | | | | |
|---------------------|----------|--------------|----------|---------------|------|--------------|
| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
| 1 | 10/22/04 | LODGING TAX | | | 9.50 | |
| 2 | 10/22/04 | | | | | |

Diagram illustrating the "Copy Expense" process. A red circle with the number 1 points to the "Expense Type" column of row 1. A red circle with the number 2 points to the "Copy Expense" icon (a document with a plus sign) located in the "Date" column of row 2.

Clear an expense from a row

1. If the expense has been entered in the Quick Expense Entry area and has **not** been saved to the document, click the **Clear Expense** icon located in the Date column to remove the expense from the row.

| Quick Expense Entry | | | | | | |
|---------------------|----------|--------------|----------|---------------|------|--------------|
| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
| 1 | 10/22/04 | LODGING TAX | | | 9.50 | |
| 2 | 10/22/04 | LODGING TAX | | | 9.50 | |

Diagram illustrating the "Clear Expense" process. A red circle with the number 1 points to the "Clear Expense" icon (a document with a minus sign) located in the "Date" column of row 2.



TM 8.2 Expense Page



Copy an expense to cover multiple dates using the Through Date option

1. Enter the date in the Date column.
2. Select the expense from the drop down list in the Expense Type column.
3. Enter the expense amount in the Cost column.
4. Enter the end date through which the expense should be copied.
5. Continue adding expenses if desired on the Quick Expense Entry area.
6. When all expenses have been entered, click the **Save Expenses** button in the area located in the upper right corner.
7. Expenses will be saved for each day as indicated in the Through Date column in the Quick Expense Entry area.

Quick Expense Entry

| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
|---|----------|--------------|----------|---------------|------|--------------|
| 1 | 10/22/04 | LODGING TAX | | | 9.50 | 10/29/2004 |
| 2 | 10/22/04 | | | | | |
| 3 | 10/22/04 | | | | | |
| 4 | 10/22/04 | | | | | |
| 5 | 10/22/04 | | | | | |

For Delete: **Select All** **De-Select**

Currency: U.S. Dollar

| Current Expenses | | | | | | |
|------------------|--------------------------|------------|-------------|--------|------------|------------|
| Action | Delete | Date | Expense | Amount | Trans Curr | Pmt Method |
| | <input type="checkbox"/> | 10/22/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/23/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/24/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/25/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/26/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/27/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/28/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/29/2004 | LODGING TAX | 9.50 | | TRAVELER |


Total: 76.00

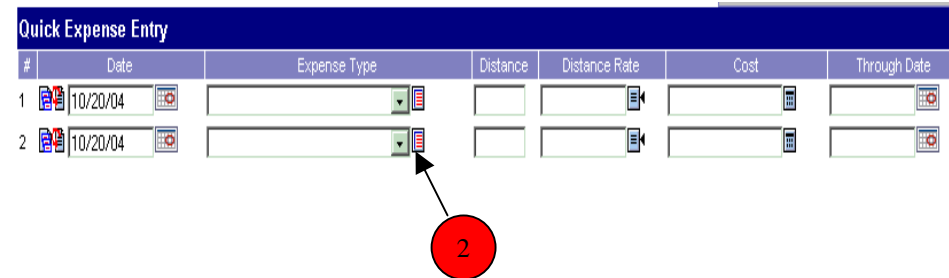




TM 8.2 Expense Page

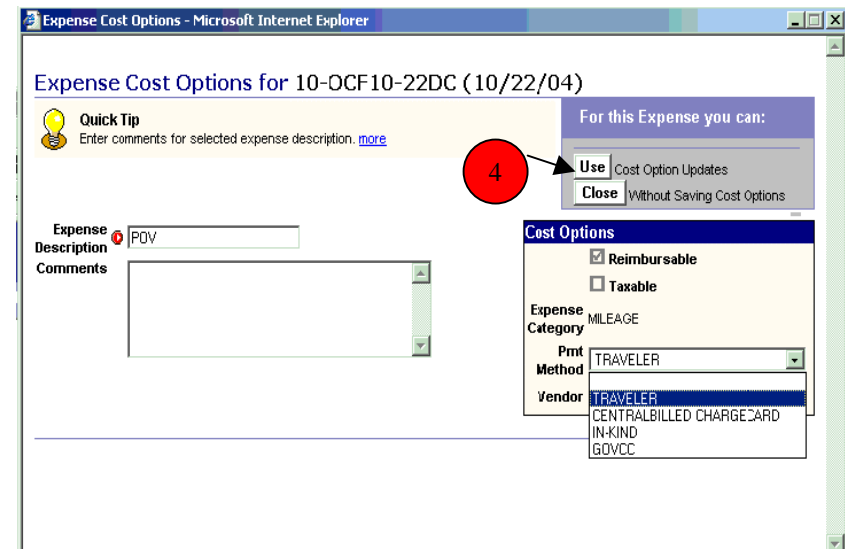


Change Cost Options to reflect a different payment method

1. On the Quick Expense Entry page select the expense type from the drop down list in the Expense Type column.
2. Click the **Cost Options**  icon in the Expense Type column. The Expense Cost Options page will be displayed.
3. Select the payment method from the Pmt Method drop down list in the Cost Options box. The payment methods include Traveler, Centralbilled Chargecard, In-Kind and GOVCC. (*GOVCC is not an option currently used by the Agency.*)
4. Click the **Use Cost Option Updates** button in the upper right corner. The Expense Costs Option page will be closed and return to the Quick Entry page.
5. Enter the expense amount in the Cost column in the Quick Expense Entry area.
6. Continue adding expenses.



| # | Date | Expense Type | Distance | Distance Rate | Cost | Through Date |
|---|----------|---|----------|---------------|------|--------------|
| 1 | 10/20/04 |  | | | | |
| 2 | 10/20/04 |  | | | | |



Expense Cost Options for 10-OCF10-22DC (10/22/04)

Quick Tip
Enter comments for selected expense description. [more](#)

For this Expense you can:
Use Cost Option Updates
Close Without Saving Cost Options

Cost Options
☒ Reimbursable
☐ Taxable
Expense Category: MILEAGE
Pmt Method: TRAVELER
Vendor: TRAVELER, CENTRALBILLED CHARGE CARD, IN-KIND, GOVCC



TM 8.2 Expense Page



Change Cost Options to reflect a different payment method (continued)

- When all expenses have been entered, click the **Save Expenses** button in the upper right corner. (Note: The payment method will be indicated in the Pmt Method column in the Current Expenses area.

For Delete:

Currency: U.S. Dollar

| Current Expenses | | | | | | |
|------------------|--------------------------|------------|-------------|---------------|------------|---------------------------|
| Action | Delete | Date | Expense | Amount | Trans Curr | Pmt Method |
| | <input type="checkbox"/> | 10/22/2004 | AIRPORT TAX | 15.00 | | TRAVELER |
| | <input type="checkbox"/> | 10/22/2004 | TAXI | 30.00 | | CENTRALBILLED CHARGE CARD |
| | | | | Total: | 45.00 | |

7



TM 8.2 Expense Page



Delete an expense or Delete all expenses

1. In the Delete column in the Current Expenses area, check the expense(s) to be deleted or click the **Select All** button in the For Delete area to delete all travel expenses.
2. Click the **Delete Expenses** button located in the upper right corner.
3. The warning message “Are you sure you want to delete the selected record(s)” will be displayed.
4. Click the **OK** to delete or the Cancel button to cancel.

For Delete: **Select All** **De-Select** Currency: U.S. Dollar

| Current Expenses | | | | | | |
|------------------|-------------------------------------|------------|-------------|---------------|------------|------------|
| Action | Delete | Date | Expense | Amount | Trans Curr | Pmt Method |
| | <input checked="" type="checkbox"/> | 10/22/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/23/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/24/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/25/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/26/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/27/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/28/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input type="checkbox"/> | 10/29/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | | | | Total: | 73.00 | |

For Delete: **Select All** **De-Select** Currency: U.S. Dollar

| Current Expenses | | | | | | |
|------------------|-------------------------------------|------------|-------------|---------------|------------|------------|
| Action | Delete | Date | Expense | Amount | Trans Curr | Pmt Method |
| | <input checked="" type="checkbox"/> | 10/22/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/23/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/24/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/25/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/26/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/27/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/28/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | <input checked="" type="checkbox"/> | 10/29/2004 | LODGING TAX | 9.50 | | TRAVELER |
| | | | | Total: | 76.00 | |



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Setup Reports Logout Help

Document Preparation

User:
Andy Traveler
Traveler:
ANDY TRAVELER
Authorization: 98-AA08-14AL

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Other Authorizations**
- Accounting
- Totals
- Document Status
- Perform Pre-Audits
- Preview Document
- Close Document

Other Authorizations for 98-AA08-14AL

Quick Tip
Select an Other Authorization from the Master List below to add to the Authorization. [more](#)

Master List of Other Authorizations

| |
|---|
| 1ST CLASS/BUSINESS ** |
| Actual Lodging/M&IE ** |
| AIRCRAFT: CONTRACTOR OWNED ** |
| AIRCRAFT: SEE REMARKS ** |
| CONF LODGING ALLOWANCE - NASA SPONSORED |
| Conference Allowance - Non NASA |
| FOREIGN TRAVEL AUTHORIZED |
| INVITATIONAL TRAVEL ** |
| LABOR MANAGEMENT MEETING |
| LOA COST/LOA NO COST ** |
| PERMISSIVE TRAVEL |
| PRE-EMPLOYMENT INTERVIEW |
| PROGRAMMATIC TRAVEL ** |
| RUSSIAN TRAVEL AUTHORIZED |
| SPONSORED IN-KIND TRAVEL ** |
| SPONSORED REIMBURSABLE TRAVEL ** |

Other Authorizations on Current Authorization

For this Document you can:

Other Authorizations
are now on the
Document Toolbar



Additional Help



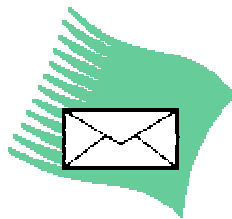
For additional support and assistance, please contact the BASO where a staff member is waiting to assist you.



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